

OpenCCC - MPC College Instructions

This is a multi-step process where you will:

1. Obtain an OpenCCC ID number
2. Obtain a MPC ID number
3. Submit **both** ID numbers to South Bay using the [South Bay Registration Form](#).

1. Please [click here](#) to begin the online registration process, then click on Apply:

The screenshot shows the MPC College website. At the top, there is a maroon header with the MPC logo and the text "MONTEREY PENINSULA COLLEGE". To the right of the header are two white buttons: "APPLY" and "REGISTER". Below the header is a navigation bar with several teal buttons: "ACADEMICS Degrees & Programs", "ADMISSIONS Apply and Register", "FINANCIAL AID Pay for College", "STUDENT SERVICES Advising and Support", "STUDENT LIFE Get Involved", "ABOUT MPC Campus Information", and "I WANT TO...".

Below the navigation bar, there is a white box with text: "application to MPC. The 'Welcome to Monterey Peninsula' email will include your nine digit student ID number, information relating to registering for classes, and important notices. If you do not receive this email, contact Admissions & Records or sign into your Open CCCApply account to view the status of your application."

Below this box is a red button with white text: "Begin Application Process".

To the right of the "Begin Application Process" button is a grey box with text: "Award twice, the 1914 series of Younger Poets, and the 2014 Wallace Stevens Award. He is a professor of English at UC Berkeley. 3/16/2017 5:25:00 PM".

Below the "Begin Application Process" button is a white box with text: "Click on **Create an Account.** If you already have an OpenCCC account Click on **Sign In.**".

To the right of this box is a white box with text: "Application to College Before applying to college you must first have an OpenCCC account. The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges. OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure." Below this text are two buttons: "Create an Account" and "Sign In". The "Sign In" button is circled in red.

Follow the prompts to either create your new account or update an existing one. After creating a new account, you will receive an email from support@openccc.net that will include your new OpenCCC ID number. Save your OpenCCC logon and password. Should you apply for any other CA community colleges, you will be able to use them in this system.

2. The system will direct you to fill out the Application for Admission to MPC. If you are asked to choose a semester, enter the one as instructed or the current semester. If you are asked for a topic of study, choose one closest to the class in which you are enrolling; i.e., Admin of Justice or Law Enforcement. Review the application and submit. You will receive a confirmation page with the following information:

Your application for admission has been submitted to MPC. Thank you.

The email will also include your name, OpenCCC ID number, Term Applied, your email, submission date and confirmation number. Save a pdf version of the confirmation page for your records. The confirmation number is NOT your ID number.

Within 72 hours, you will receive an email from Admissions which will contain your new college ID number. If you do not receive the email, check your Spam folder.

3. When you receive the **COLLEGE ID NUMBER**, complete the [South Bay Registration Form](#), and email it to the contact found on the South Bay course flyer. If no contact is found, email to sbrpstc@theacademy.ca.gov.